



# Middle Georgia State University

SCHOOL OF AVIATION

## **Faculty Handbook**

2020-2021

Department of Aviation Science &  
Management

Department Aviation Maintenance &  
Structural Technology

## **I. Introduction**

### **Message from the Dean**

This Faculty Handbook was created for the School of Aviation. The information contained within this document does not supersede policy found in the USG Policy Manual, USG Academic and Student Affairs Handbook, MGA Policies, or MGA Faculty Handbook. As such, policies found in those locations are not included in this handbook. The guidelines are intended to help faculty members better understand the culture and expectations in the School of Aviation. They also provide guidance on the expectations of faculty members in terms of teaching, the Boyer model of scholarship, and service to the institution, profession and the community.

The faculty handbook has been prepared for the convenience of the faculty. The handbook is an important document, which contains a general overview and collection of the School's expectations and procedures. It should also answer questions regarding faculty responsibilities. Additionally, it is expected that each faculty member will be familiar with the information contained in the following documents available on the MGA Web site:

- 1) The BOR-USG Policy Manual
- 2) The MIDDLE GEORGIA STATE UNIVERSITY faculty statutes, bylaws, and handbook
- 3) The MIDDLE GEORGIA STATE UNIVERSITY HR Policies & Procedures Manual
- 4) The MIDDLE GEORGIA STATE UNIVERSITY Catalog
- 5) The MIDDLE GEORGIA STATE UNIVERSITY Student Handbook

Kind Regards,

Adon Clark  
Dean, School of Aviation

## **About the School**

### **Our Vision:**

To be a premier education and training institution supplying high quality graduates to meet the needs of the aerospace industry.

### **Our Mission:**

The School of Aviation educates and prepares students for technical and management careers in the aviation, aerospace, and related industries, who understand the industry and organizations they are part of, and the communities they serve.

### **School of Aviation Departments**

The School of Aviation is home to two departments:

- Department of Aviation Science & Management
- Department of Aviation Maintenance & Structural Technology

Aviation Science & Management has multiple programs listed below with locations:

- Air Traffic Control – Eastman
- Flight – Eastman, Macon, and Adel
- Management – Eastman and Online
- Technical Management – Online

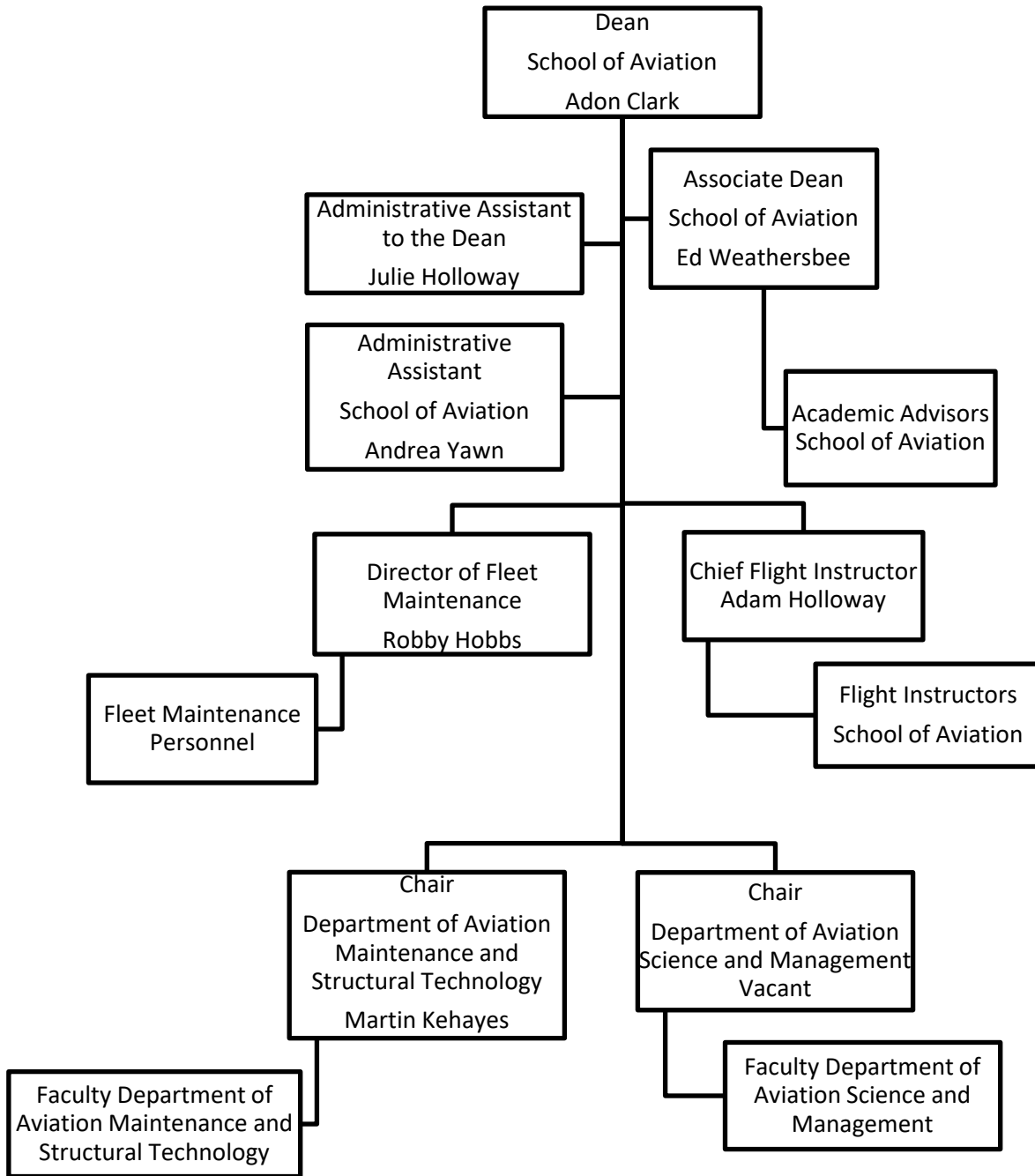
Aviation Maintenance & Structural Technology

- Aviation Maintenance Technology – Eastman Campus
- Aircraft Structural Technology – Eastman Campus

### **Program Accreditation**

Aviation Accreditation Board International accredits the Flight program within Aviation Science & Management. This accreditation must be reaffirmed every five years.

School of Aviation – Organizational Chart



## II. Administrative Procedures

As stated in the MGA Faculty Handbook (section 5.03.06 OTHER DUTIES AND EXPECTATIONS),

Faculty are expected to attend all officially designated meetings of the faculty including, but not limited to, Academic Assembly, Faculty Orientation/ Convocation, Commencement, and Department/School/College meetings unless excused by the Provost. Requests to be excused must be submitted to the immediate supervisor for submission to the Provost. All faculty members are expected to follow school policies with regards to attendance and participation in the work of the school.

### Faculty Meetings and School Standing Committees

School of Aviation meetings occur two times a year in the fall and spring semesters, to discuss School business, elect faculty to serve on campus committees, celebrate the accomplishments of faculty members, and introduce new faculty to the unit. In addition, past school accomplishments, and future school goals, are identified. Department Chairs also hold meetings at various times throughout the academic year as needed. If you are not able to attend these mandatory meetings due to illness, death, or other emergencies, you must inform your Department Chair. It is vital that all faculty attend these meetings and do not schedule other appointments during that designated day and time.

University Committees in which the SoA needs to be represented include the following Standing Committees and Boards (information that pertains to these groups are located at this link:

<https://www.mga.edu/faculty-staff/governance/2019-2020/standing-committees-boards.php>):

### Standing Committees

- Academic Affairs Committee
- Academic Quality
- Assessment Committee
- Diversity and Inclusion
- Executive Committee
- Faculty Affairs
- Institutional Policy and Campus Affairs
- Promotion, Tenure, and Post-Tenure Review Committee
- Strategic Plan Implementation and Assessment
- Student Academic Enhancement
- Teaching Resources and Budgetary Allocation

### Boards

- Campus Safety Committee
- Faculty Development
- Institutional Effectiveness
- Institutional Review
- Student Conduct
- Student Fees
- Student Honors and Awards

## Councils

- Graduate Studies

## School of Aviation Committees

- Curriculum Committee
- Faculty Development Committee
- Textbook Approval Committee
- Alumni Affairs Committee
- Aviation Safety Committee
- Advisory Committee (Faculty Representative)

## Attendance at Graduation Ceremonies

All faculty are expected to attend all graduation ceremonies each year where Aviation students are graduating.

**Outside Activities – (refer to MGA Handbook policy 6.18 concerning policies related to occupational, consulting, and political activities)**

## Leave

If you are unable to attend office hours or class due to doctor's appointments, illness in the family or other personal issues, you must inform the Department Chair and Administrative Assistant immediately. Such leave is considered sick time and must be reported as such on your monthly time card. See the MGA Statutes and Bylaws that can be found in section 6.04 of the MGA Handbook for details.

## Guidelines for Office Hours

Office hours shall be filed in the faculty member's academic unit. Faculty members who teach a twelve-hour course load shall hold a minimum of eight on campus office hours per week; those who teach differing course loads shall hold a proportionate number of office hours ( $2/3 \times$  total credit hours taught). (MGA Faculty Handbook, 5.04.01)

Definition of office hours: timeframes during university business hours in which you are available to provide advice, mentor, or discuss academic issues in an individual setting with students.

Faculty should avoid scheduling personal appointments or other meetings during posted office hours. Faculty will post office hours on their office door. In addition, office hours will be articulated in all course syllabi.

Any time you are not going to be in your office during your scheduled office hours – for whatever reason – a sign or note must be posted on your office door, notifying visitors where you are, and if appropriate, when you will return. If you know you are not going to be in your office during your office hours, you must announce it to your classes (e-mail is an appropriate way for your online classes), and you must inform the Administrative Assistant.

## Travel

All travel, whether it is intercampus travel or travel required for conference attendance, must be approved by the Department Chair and Dean. The guidelines, forms, and other information that pertain to travel are located at this link: <https://www.mga.edu/finance/travel.php>

## Student Attendance Records

Full and part-time faculty at Middle Georgia State University are required to maintain attendance records in all face-to-face and distance-education classes per section [5.04.05 of the Faculty Handbook](#). It is critical that faculty keep complete and accurate records. In particular, please note the following:

- After the drop for non-payment, students may have dropped from your class rolls. Please print fresh Banner rosters, and identify any students in your classroom who are not listed on the roll. These students should be sent to the Bursar to make payment before being readmitted to class.
- Fresh Banner rosters must be pulled for the first two weeks and periodically throughout the semester, since students may drop from rolls for a variety of reasons throughout the term.
- Attendance for online classes is documented via class participation or academic engagement. Remember that documenting that a student has logged into an online class is not sufficient to demonstrate academic engagement.
- When submitting final grades in SWORDS, faculty are required to enter students' last date of attendance for any grades deemed unsuccessful attempts. Faculty who log unsuccessful grades for online students will be prompted to submit evidence of the last date of attendance in Brightspace/D2L at the end of term.
- Faculty should maintain records of attendance for online and face-to-face classes **for a minimum of three years.**

## Email Signatures

Information that pertains to the expected structure of institutional e-mail signature format is located at this website: <https://www.mga.edu/marketing-communications/email-signature-instructions.php>

An example of a proper e-mail signature is as follows:

### Any Last name

Assistant Professor of Aviation  
Middle Georgia State University  
71 Airport Road, Eastman, Georgia 31023  
O: 478.374.0000 F: 478.374.0000  
Any.Lastname@mga.edu

## Directory Profile

Faculty are expected to keep their MGA directory information up-to-date. Profiles can be updated using this link: <https://www.mga.edu/directory/me/index.php>

## Required Authorization Items

The following requires prior authorization/approval from the Chair and in some cases, the Associate Dean or Dean:

1. Canceling a class session if sick, notify the Administrative Assistant and Department Chair. Faculty should observe the MGA Faculty Instructional Policies (see Handbook section 5.04)
2. Changing the already assigned classrooms - requires authorization from the Chair.

3. Moving students from one section of a class to another either in a face-to-face or online class - - requires authorization from the Chair.
4. Changing office hours for a certain day or week, etc. - requires authorization from the Chair.
5. Prior approval is required for leaving campus for any purpose during the scheduled workday or office hours if it is not related to instructional purposes. Faculty should fill out travel authorization forms prior to attending conferences and gain the signature of the Chair and/or the Dean.
6. Prior approval is required for traveling to conferences, meetings, etc. during work time – need to fill out travel authorization form. Requires authorization from the Chair and/or Dean.
7. Outside occupational activities – requires authorization from the Chair, Dean, the Provost, and the President.
8. Bringing children on campus - requires authorization from the Chair and the Associate Dean and/or Dean. Faculty should observe the HR policy on bringing children on campus.
9. Reserving conference rooms or spaces outside of Departmental spaces – requires authorization from the Chair or Dean.

### III. Faculty Performance: Expectations & Evaluations

**Expectations: Teaching, Advising, Service, Professional Development & Scholarly Activities – (refer to MGA Faculty Handbook section 4.06 and 4.07 for details that pertain to Criteria for Promotion and Tenure respectively)**

Teaching is the primary focus for faculty at Middle Georgia State University. The activities of advising and mentoring students are also vital to the institutional goals of maintaining and increasing retention, progression, and graduation rates. Professional development is an essential component to enhancing the knowledge, skills, and expertise in a variety of disciplines represented in the School of Aviation. Research and scholarly activity can be achieved in a variety of methods in order to contribute to the profession, enhance the learning experience of our students, and cultivate a community of scholars within our institution. Lastly, service to the departments, School, university, and community, is a selfless mechanism by which an individual can provide knowledge, volunteerism, information, and actions that enhance the recipient of such efforts.

Based upon the allocation of 100% of the faculty member’s time, the percentage break down of time given to each area may vary.

For example:

*Faculty with a terminal degree teaching 4 courses per semester*

Teaching including student advising and mentoring	80%
Service to the Department, School, University and Community	10%
Research/ Scholarly Activities & Professional Development	10%



<b>Total</b>	100%
--------------	------

*Faculty with a non-terminal degree teaching 5 courses per semester (tenured or non-tenured)*

Teaching including student advising and mentoring	90%
Service to the Department, School, University and Community	10%
Research/ Scholarly Activities & Professional Development	Not Required but encouraged
<b>Total</b>	100%

*Faculty with terminal degrees who do not engage in Research/Scholarly Activities & Professional Development must provide evidence of other activities that justifies 10% of their workload. The activities will be evaluated and agreed upon by the faculty member and their supervisors.*

Preparing Academic Portfolios can be a daunting task. It is vital that junior faculty seek mentorship and guidance from senior faculty and department chairs for suggestions and improvement. Another good resource that can be utilized in preparing the Academic portfolio is:

Seldin, Peter and J. Elizabeth Miller. *The Academic Portfolio: A Practical Guide to Documenting Teaching, Research, and Service*. Josey-Bass, 2009.

➤ **Teaching**

Excellent teaching and effectiveness in instruction (See USG Section 8.3.6.1 Minimum for all Institutions in All Professorial Ranks).

Teaching honors and awards are relevant and should be mentioned in this area along with average scores and summaries of student comments on evaluations, peer evaluation reviews from classroom observation, and other items.

➤ **Scholarly Work**

The expectations for outstanding research, scholarship, creative activity, or academic achievement will be measured as described in the Boyer model (Boyer, Ernest L. 1990. *Scholarship Reconsidered*. New York: The Carnegie Foundation for the Advancement of Teaching) as articulated in #3 of the MGA faculty handbook (page 29, section 4.06 – Criteria for Promotion).

5.03.04 SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT Each member of the faculty shall work consistently towards professional growth by participating as appropriate in the following activities: professional organizations; the scholarship of teaching, discovery, application, or integration; writing scholarly articles and books; formal graduate study; attending lectures, workshops, seminars, and institutes; reading and studying material relating to his or other discipline; and involvement in work experiences relating to that discipline. New course development, implementing course changes as a result of assessment, and activities relating to pedagogy are also considered professional development and scholarship. Faculty members are expected to participate in assessment and to integrate scholarship into their teaching activities. (MGA Faculty Handbook, 2019)

The delineation between the ratings of “meets expectations” versus “exceeds expectations” will be

measured based upon the number of relevant activities, and the proof of such activities, submitted with each faculty member's portfolio. The impact of a faculty member's work on broader audiences (e.g. national publication, presentation or grant award) will also be considered.

The four domains of this particular model include the domains of discovery, integration, application, and teaching. Examples include the following:

- ✓ The Scholarship of Discovery
  - Search for new knowledge
  - Traditional definition of scholarship
  - Discovery of new information and new models
  - Sharing discoveries through scholarly publication
  
- ✓ The Scholarship of Integration
  - Integration of knowledge from different sources
  - Presents overview of findings in a resource topic
  - Bringing findings together from different disciplines to discover convergence
  - Identify trends and see knowledge in new ways
  
- ✓ The Scholarship of Application
  - Discovering ways that new knowledge can be used to solve real world problems
  
- ✓ The Scholarship of Teaching
  - Involves the search for innovative approaches and best practices to develop skills and disseminate knowledge
  - Informal/ formal teaching, advising and

mentoring. Specific examples of scholarly work include:

- publications
- presentations at regional, statewide, national, or international relevant discipline-specific conferences
- service to the profession and community concerning a relevant, discipline-specific task – Scholarship of Application
- participating in networked scholarly activities across disciplines, roles, and institutions
- applying for/ obtaining a grant from a philanthropic, state, or federal organization
- editorial work
- development of teaching materials that enhance and increase the learning experience (including but not limited to audio, video, software, hardware etc.)
- serving as a member of a thesis or dissertation committee
- literature reviews

Consistent with the practice common throughout university aviation programs nationwide, the MGA School of Aviation proposes the following activities, in addition to those listed above, and in the 2019 MGA Faculty Handbook (excerpt above), to define scholarship for tenure and promotion.

- Obtaining a rating or certificate beyond that required for initial appointment (Scholarship of Discovery)

- Obtaining a graduate degree beyond that required for initial appointment (Scholarship of Discovery)
- Appointment as an FAA pilot examiner or designation as a Master Instructor beyond that required for initial appointment. (Scholarship of Teaching)
- Multiple new course development, creation of textbook free courses, or substantive course content/design changes in multiple courses. (Scholarship of Teaching)

➤ **Service**

Noteworthy professional service to the institution or the community (See USG Section 8.3.6.1 Minimum for all Institutions in All Professorial Ranks).

➤ **Professional Development**

Engaging in those activities which enhance relevant professional knowledge and expertise as it relates to education or a specific discipline. Examples include:

- continuing formal graduate study
- attending relevant lectures
- attending workshops, seminars, and institutes

**Faculty Teaching Load & Overload Policy (USG 4.10 Faculty Overloads and Instructional Staff Responsibilities and MGA Faculty Handbook section 5.03.0)**

Faculty teaching loads are outlined in the faculty handbook. The definition of a terminal degree used for faculty workload is an earned doctorate, or currently, an MFA for those teaching in the arts, and a Masters in Aviation for those teaching in Aviation. As such, faculty members with a terminal degree (doctoral degree, MFA, or Masters in Aviation) should teach 4 courses or 12 hours per semester. Faculty without a terminal degree (doctoral degree, MFA, or Masters in Aviation) should teach 5 classes or 15 hours per semester. Areas (including nursing and aviation) that use clock hours rather than credit hours to assign teaching load should document evidence that the hours worked when assigning clock hours are similar to the hours worked when using credit hours (*as stated in Provost Anderson's memorandum to campus faculty dated June 18, 2019*). (For Aircraft Maintenance and Structural Technology Faculty, anything over 350 contact hours is considered overload)

**Professional Behavior & Conduct/ Etiquette**

BOR Policy 8.2.18.1.4 for Code of Conduct specifies that all USG employees will “Treat fellow employees, students, and the public with dignity and respect”.

**Expectations for Labs**

See Department Chair/ Assistant Department Chair concerning laboratory requirements and expectations.

Communication – All individuals who teach, prepare, or engage in activities that involve laboratory spaces should convey information related to supply shortage, security issues, potential hazards, and other relevant information to the appropriate Department Chair, Assistant Chair, or Administrative

personnel.

#### **IV. INSTRUCTION RELATED EXPECTATIONS & PROCEDURES**

##### **Standard Course Syllabus Expectations**

See MGA Syllabi Template

##### **Online Course Expectations and Guidelines for Faculty**

###### **Expectation #1 - Delivery**

- The online courses are entirely asynchronous.
- The MGA D2L is the only location for the online course instruction, assessments, postings of activities/interaction, submission of assignments, creating/maintaining grade book, etc. The submission of assignments not handled by MGA D2L can be done using an approved Middle Georgia State University server.
- There are tools (not available in MGA D2L) that instructors may deem valuable for use as additional part of the course (e.g., tools that create Wikis, Web sites, etc.). Normally these tools are on servers that do not belong to Middle Georgia State University. These tools may be used with permission from the dean of the School of Aviation. The requirements for Expectation #6, Paragraph 1 above must be met. These tools cannot contain student personal data and/or information.
- Sections of the same course cannot be combined to create one stand-alone course.

###### **Expectation #2 - Syllabus**

- The course syllabus will follow the template provided by the Office of Academic Affairs. See above for the School Aviation Required Items for Course Syllabus.
- An electronic copy of the complete course syllabus will be made available to the school's secretary one week before a semester starts.
- The syllabus will be posted in MGA D2L at least one day before the start of the course.

###### **Expectation #3 – Course Templates**

- All online courses must use the School of Aviation's Online Template.
- All hybrid/blended courses must use the School of Aviation's Hybrid Template.
- No changes can be made to the design, layout, and graphics used in these templates.

###### **Expectation #4 – Communication & Grading**

- MGA email and/or MGA D2L email must be used for communication between the instructor and student. Private email accounts must not be used to communicate with students.
- The Instructor will make every attempt to respond to student emails within 12 hours but no later than 24 hours, Monday through Friday. Although instructors are encouraged to do so, the requirement for answering email within 12 hours but no later than 24 hours does not apply on weekends, holidays, or during semester breaks.

- The Instructor should retain copies of all emails in case student complaints are received.
- Comments/feedback and/or the grades for all graded assessments are to be communicated to the student within one week after the due date for the assessment.

#### Expectation #5 – Active Learning

- It must be communicated to students that online courses are not self-paced.
- Regular and routine weekly participation in an online course is required and will be recorded by the instructor. Active learning through graded discussions will take place in each online class. Regular and routine course activities for all Aviation courses will include a combination of the following:
  1. a graded discussion activity that is integral to student engagement and learning;
  2. a graded assignment/project/examination

#### Expectation #6 – Attendance/Participation

- The student must attend class if they are to be well prepared for the workplace. Online courses are no different from on-campus classroom courses in this regard. Therefore, online students are subject to the college's attendance policy.
- For online classes, attendance/participation is defined in a different manner.
- Student attendance in online courses is defined as weekly active participation in the course (activity/assignment/project/exam) as prescribed in the course syllabus.

#### Expectation #7 – Student Engagement through Office Hours

- For each online class, it is recommended that the instructor keep weekly office hours to include a scheduled one hour of "online chat". The chat session must take place within the instructor's office. Chat sessions are not required.
- When a chat session is in progress, the instructor may post a note on the office door stating same.

#### **Hybrid/Blended (combined Face-to-Face & Online)**

Students are required to have access to a computer and the Internet. The class will meet face-to-face as scheduled and a portion of the course will be conducted online. Attendance and participation at all face-to-face class sessions are required. Absence may result in grade reduction. The online portion of hybrid/blended courses is conducted solely through the use of MGA D2L. The same expectations on online courses (described above) apply.

#### **Expectation on the Use of Faculty-Authored Textbooks & Resell of Sample Texts or Desk Copies**

The practice at Middle Georgia State University is to allow the use of faculty-authored textbooks, provided that the school, department, or program provides an appropriate third-party review process for the adoption of these texts. The review process for each school shall be kept on file in the Office of Academic Affairs. (BOR Policy Manual 310, Academic Textbooks)

Faculty members are not allowed to resell sample texts or desk copies provided by publishers or to take

advantage of any financial incentives offered by publishers in the assignment of specific texts.

(BOR Policy Manual 310, Academic Textbooks)

### **Submission of news to Inside MGA**

All faculty submissions to the University's Inside MGA News must be approved by the Dean or the Associate Dean. Approved submissions will be uploaded to Inside MGA for publication.

### **Textbook Adoption**

All instructors must use the same textbook for all sections of a given course. A list of the official textbooks will be maintained in each department by the Administrative Assistant.

Faculty who are interested in changing the standard textbook for a course should schedule a meeting or meetings to discuss the change. This meeting(s) should include all faculty members that may have an interest in the discussion. Announcements about the meeting(s) time and location should go to all SoA faculty in order to give everyone a chance to participate if they so desire.

Once a decision is made regarding the choice of textbook for a particular course, the new textbook's name and other pertinent information should be forwarded to the Associate Dean, Administrative Assistant, and the Curriculum Committee.

### **V. Service and Emotional Support Animals on Campus Policy**

Faculty should contact Accessibility Services at 478-471-5730 (Macon Campus) or 478-934-3023 (Cochran Campus) concerning the proper protocol for students that request the presence of service and emotional support animals in classroom and laboratory settings.

### **VI. Accessibility Services**

Faculty should visit this website (<https://www.mga.edu/accessibility-services/index.php>) for details concerning the following:

- Students with disabilities
- Referral of students in need of counseling services
- Service and emotional support animals

### **VII. Transfer Articulation Information**

Information that pertains to articulation agreements that MGA has with other schools can be found at this link: <https://www.mga.edu/academics/transfer-agreements.php>.

*This handbook will be modified as trends in higher education and the need for new policies occur.*